

## COUNTY OF SUFFOLK



### OFFICE OF THE COUNTY EXECUTIVE

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**Department of**  
**Economic Development and Planning**

## **SUFFOLK COUNTY WATER QUALITY PROTECTION AND RESTORATION PROGRAM (WQPRP)**

### **Policy Decisions Revised March 24, 2021**

All policies herein shall be applied at the discretion of the Suffolk County Department of Economic Development and Planning (EDP). Policies shall apply to all entities, including County Departments:

#### **General Requirements**

1. All potential applicants shall make acknowledgement of the WQPRP policies herein through their signature on the WQPRP funding application.
2. The WQPRP shall fund projects on a 50/50 cost share basis; applicants are responsible for no less than 50% of the total project cost, which is equal to the amount of funding being requested for the County grant.
3. EDP is authorized to establish priority project types based on the needs of the County at the time of the call for applications.
4. All applicants are encouraged to participate in an optional Proposer's Conference for which they will receive points in favor of the scoring of their WQPRP funding application.
5. All non-County applications shall require a County Department, Agency, or Legislator to sponsor their proposed project. A letter from the County sponsor expressing their support and willingness to sponsor the project shall be submitted with the application for funding.
6. All WQPRP funding applications must include a detailed work plan by task including deliverables and timeline and a detailed budget by task with both County and match breakdowns and include an in-house labor detail table (if applicable). The work plan and budget must be suitable for insertion into an agreement. Any application without a suitable work plan and budget will be deemed incomplete by EDP.

7. Any application deemed incomplete by EDP will not be considered for funding.
8. All applicants that have had their project recommended for funding by the WQPRP Review Committee are required to submit a formal written response accepting the grant funds from the County.
9. Applicants from non-County municipal organizations that have had their project recommended for funding must have the organization's managing entity (e.g. Town or Village Board) adopt a resolution which expressly authorizes the municipality to enter into an Inter-Municipal Agreement with Suffolk County for their project. The municipal resolution must also:
  - a. Acknowledge that the County's grant is reimbursement based and specify the amount of such reimbursement;
  - b. Specify the non-County entity's matching share which may be in the form of cash, in-kind contributions (defined as goods and/or services provided towards project budget line-items instead of cash), or other grant funding;
  - c. Expressly commit the municipality to pay for any and all additional costs of project completion if necessary; and
  - d. Include a State Environmental Quality Review Act (SEQR) determination adopted by the organization's managing entity (e.g. Town or Village Board) which, as lead agency, is responsible for the SEQR review.
10. The County's funding resolution will require that the grantee accomplish a completed project with the combined WQPRP grant and matching funds.
11. Any expenditure on a project made by a non-County entity prior to entering into contract with the County is done so at the entity's own discretion.
12. At no time will previously approved funding be transferred to another project. Any leftover funding must be returned to the WQPRP fund and may not be utilized for a different purpose than originally approved by the WQPRP Review Committee. A new competitive application to the WQPRP Review Committee must be submitted for any requests for funding on a different project.
13. Any entity looking to make substantial changes to its project/application must bring those changes to the WQPRP Review Committee for its recommendation (and the approval of the Suffolk County Legislature if applicable) within one year of the initial award.
14. Projects cannot establish a permanent full-time position within a County Department without demonstrating how that position will be funded (if applicable) after the project's completion.
15. For all newly recommended projects, contract terms shall be limited to two years (with ability to request a one year extension).

16. For all newly recommend projects to be conducted by a non-County entity, a contract between the County and the applicant must be fully executed within one year after the effective date of the Suffolk County resolution allocating funding to such project.
17. All newly recommend projects will be closed-out three years after the effective date of the funding resolution, unless otherwise expressly stated in the funding resolution or in the contract.
18. All recommended projects must provide timely status updates as requested by EDP.

### **Funding Terms**

19. Only direct project costs (such as employee salaries and benefits, materials and supplies costs, equipment/machinery costs, and project related travel expenses) will be eligible for funding. Only the direct project costs related to the specific WQPRP funded project is considered an eligible expense. Indirect costs (such as overhead or operating expenses) will not be eligible for funding. For construction projects, cost contingency is an eligible expense as long as it is expressly stated in the WQPRP application.
20. There is no maximum cap on the percentage of the grant that can be used to purchase materials and supplies. Materials include items such as parts, components, fuel, and any type of raw material that becomes a component of the product being manufactured. Supplies include basic office supplies and expenses utilized in typical office tasks.
21. No more than 20% of the funds requested may be used for the purchase of equipment/machinery with the exception of equipment/machinery to implement No Discharge Zones. Equipment/machinery is a tangible and durable asset that is used in the production of other goods and services. Any equipment/machinery utilized in an entity's basic, routine operation and maintenance functions is not eligible for WQPRP funding.
22. If awarded WQPRP funds, the applicant may not use such funds as a match for this project or any other Federal, State, or other grant program unless specifically authorized by written consent from the County.
23. Funds expended prior to applying for WQPRP funding may be used as match, as long as:
  - a. These funds were directly related to the project currently being applied for;
  - b. These funds were spent within two years of the date of the current call for applications; and
  - c. No more than 50% of the match may come from previously expended funds.
24. Henceforth, any and all requests for new/additional WQPRP funds, including previously approved programs, will be subject to a competitive application process.
25. If awarded WQPRP funding for a particular project, the grantee may come back to the WQPRP Review Committee for additional funding for an additional phase of the same project. However, that additional phase will be subject to a competitive application process.

26. All programs that are conducted for the County to meet its Federal, State, or Local Law obligations will be considered Suffolk County programs. Therefore any funding dedicated to the implementation of these programs will not require matching funds. These programs will be considered County programs and the funding of these programs will adhere to all County procurement policies.

### **Projects In Good Standing**

27. Projects that adhere to all of the above "General Requirements" and "Funding Terms" shall be considered by EDP to be "in good standing".
28. Any project that does not adhere to all of the above "General Requirements" and "Funding Terms" shall be deemed by EDP to be "not in good standing".
29. Any entity deemed by EDP to have a project which is "not in good standing" shall be ineligible to apply for future WQPRP funding until it no longer has any projects which are "not in good standing".
30. Any entity deemed by EDP to have a project which is "not in good standing" (making it ineligible for future WQPRP funding) may choose to rescind the project which is "not in good standing" in order to apply for future funds.
31. Subject to existing contractual obligations, all projects recommended by the WQPRP Review Committee prior to December 31, 2017 and having less than 50% of the appropriated funding spent to date shall be deemed by EDP to be "not in good standing" and shall be considered for close out by December 31, 2021.